



Ark Schools

Allergy Safety Policy

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School:	Carleton High School	Key Contact:	Principal – Shaheen Shariff admin@arkcarletonhigh.org.uk

ARK LIBRARY COMPONENT

Component	Element
☐ Strategic Leadership & Planning ☐ Monitoring, Reporting & Data ☐ Governance & Accountabilities ☐ Teaching & Learning ☐ Curriculum & Assessment ☐ Culture, Ethos & Wellbeing ☐ Pathways & Enrichment ☐ Parents & Community ☒ Finance, IT & Estates ☐ Our People	

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1. Purpose

Ark Schools is committed to safeguarding the health, safety and wellbeing of all pupils, staff, visitors and contractors.

This policy sets out the measures that Ark schools will implement to support pupils with allergies, reduce the risk of allergic reactions occurring in school, and ensure an effective response where reactions do occur.

The policy has been developed with regard to the Department for Education's statutory guidance Allergy Safety in Schools ([link](#)) and should be read alongside:

- Supporting Pupils with Medical Conditions Policy
- Safeguarding Child Protection Policy
- Health & Safety Policy
- Educational Visits Policy
- Emergency Response Policy
- Data Protection Policy
- Behaviour Policy

Each academy shall publish this policy on its website, along with other required policies and ensure it is readily accessible to parents, carers, staff and visitors.

Appendix 1 provides the minimum operational processes required to support implementation of this policy and shall be adopted by all academies.

2. Scope

This policy applies to:

- All Ark academies
- All pupils with known or suspected allergies
- All members of staff
- Volunteers and contractors working on school sites
- Visitors attending school premises

The policy covers:

- Food allergies
- Insect sting allergies
- Medication allergies
- Latex allergies
- Environmental allergies where there is risk of significant reaction

This policy does not cover food intolerances or dietary preferences unless they form part of an identified medical condition.

3. Wellbeing & Inclusion

Academies shall support the wellbeing of pupils with allergies through their pastoral, safeguarding and inclusion arrangements, working in partnership with pupils, parents or carers, and healthcare professionals to ensure appropriate support is provided.

This support should include pupil awareness and understand allergy safety, how to seek help in an emergency and understand expectations relating to food and known allergens.

Where necessary, reasonable adjustments shall be implemented to enable pupils with allergies to safely participate in all aspects of academy life, including:

- lessons,
- school meals,
- enrichment activities,
- extracurricular clubs,
- educational visits/residential visits.

Academies shall promote an inclusive environment where pupils with allergies feel safe, supported and able to participate fully in school life. Allergy-related bullying, teasing, intimidation, social exclusion or discrimination shall not be tolerated and shall be managed in accordance with the academy's Behaviour Policy and safeguarding procedures.

Include pupil awareness: academies should ensure pupils understand allergy safety, know how to seek help in an emergency and understand expectations relating to food and known allergens.

4. Roles and Responsibilities

4.1. Principal

The Principal is responsible for ensuring:

- this policy is implemented within the academy;
- suitable resources are available;
- staff receive appropriate training;
- suitable arrangements exist for emergency response;
- allergy safety forms part of the academy's safeguarding and health and safety culture
- appoint a member of the Senior Leadership Team to act as the Allergy Lead

4.2. Allergy Lead

Each academy shall appoint a member of the Senior Leadership Team to act as the Allergy Lead and oversee allergy safety within the academy. they are accountable for implementation, monitoring and annual review of the policy in their academy.

The Named Allergy Lead for our Academy is – Kelly Hodges

The Allergy Lead shall:

- oversee implementation of this policy
- maintain oversight of pupils with known allergies
- ensure allergy information is accurately recorded and maintained within MIS (Bromcom)

- ensure individual Healthcare Plans are developed and reviewed where required
- coordinate allergy awareness training
- ensure individual prescribed medication and school spare AAls and emergency arrangements are maintained
- review allergy incidents and significant near misses to identify lessons learned
- provide assurance reports as required by the Principal or Ark Schools central team

4. 3. Designated Safeguarding Lead (DSL)

The DSL shall ensure:

- allergy-related risks are considered where they may impact a pupil's safety, wellbeing or participation
- relevant allergy information is shared appropriately in accordance with safeguarding and data protection requirements
- safeguarding concerns arising from allergy-related incidents, bullying or discrimination are managed in accordance with the academy's procedures

4. 4. Staff

All pupil-facing staff, including temporary staff, supply teachers, agency workers, peripatetic staff, regular volunteers, catering and before/after-school staff receive allergy awareness training.

- know how to recognise the signs and symptoms of an allergic reaction and anaphylaxis;
- understand emergency procedures;
- follow Individual Healthcare Plans and Allergy Action Plans where applicable;
- take reasonable steps to minimise pupils' exposure to known allergens;
- participate in required allergy awareness training; and
- report concerns, incidents and near misses promptly.

4. 5. Parents and Carers

Parents and carers are expected to:

- inform the academy of known allergies and any changes to their child's medical condition;
- provide accurate and up-to-date medical information;
- provide prescribed medication and ensure it remains in date;
- ensure prescribed medication provided to the academy remains in date and replace it when required
- participate in the development and review of Individual Healthcare Plans where required; and
- notify the academy promptly of any changes to prescribed medication or medical advice.

5. Managing Allergy Risks

Academies shall take reasonable steps to minimise the risk of pupils being exposed to known allergens whilst under the academy's supervision. This will include food brought into school by pupils, parents, carers, staff and others, including packed lunches, snacks, birthdays, celebrations, events, food technology and enrichment activities.

Academies must establish and communicate local arrangements governing food brought into school and allergen information for celebrations/events.

Allergy risks shall be considered when planning and delivering academy activities, and appropriate control measures implemented where reasonably practicable.

This shall include consideration of allergy risks associated with:

- food prepared, served or consumed on academy premises;
- food brought onto academy premises;
- classroom activities involving food or other potential allergens, including food technology, science, art and craft, PE, gardening and activities involving animals;
- educational visits, residential visits, extracurricular activities and other academy-led events.

Where a pupil has a known allergy, academies shall implement suitable control measures and reasonable adjustments, where appropriate, to enable them to participate safely in academy life. Staff responsible for planning or supervising activities shall follow the pupil's Individual Healthcare Plan and Allergy Action Plan, where applicable.

6. Identification of Pupils with Allergies

Academies shall identify relevant allergies among pupils, staff and visitors and maintain accurate and up-to-date records of pupils with any known allergies. Allergy information shall be obtained through:

- the admissions process;
- information provided by parents or carers;
- healthcare professionals, where appropriate;
- Individual Healthcare Plans and associated medical documentation;
- ongoing communication throughout the academic year.

All allergy information shall be accurately recorded within the pupil's Management Information System (Bromcom) by the Allergy Lead or an appropriately delegated member of staff. Records shall be reviewed at least annually and updated promptly whenever changes to a pupil's allergy or medical information are notified by parents, carers or healthcare professionals.

Academies shall ensure allergy information is transferred promptly and securely when pupils join, leave or transfer between academies or move between key stages, ensuring appropriate arrangements remain in place to support the pupil's safety and wellbeing.

7. Information Sharing

Information relating to pupils with allergies shall be shared only with individuals who require the information to safeguard the pupil whilst maintaining appropriate confidentiality.

Allergy information shall be recorded within MIS (Bromcom) and communicated, where appropriate, to:

- teaching/support staff (example: PE, Food Technology, Meal Supervisors);
- class teachers at primary and any staff regularly teaching/supervising the pupil
- first aiders;
- catering providers;
- trip lead or EVC;
- other authorised personnel responsible for the pupil's care.

Academies shall establish local procedures to ensure allergy information is communicated effectively during educational visits, extracurricular activities, and other off-site activities.

Personal information shall be processed in accordance with UK GDPR, the Data Protection Act 2018 and the Ark Schools Data Protection Policy.

8. Individual Healthcare Plan

Academies must ensure that an Individual Healthcare Plan (IHP) is in place for pupils whose allergy has a functional impact, creates a risk of harm, and requires arrangements that are additional to, or different from, the academy's usual provision.

Where a pupil's allergy requires additional support, reasonable adjustments or specific arrangements to ensure their safety whilst attending the academy, an Individual Healthcare Plan (IHP) shall be developed and maintained in partnership with the pupil (where appropriate), their parents or carers and, where relevant, healthcare professionals. Allergy Action or Asthma Action Plans are clinical documents issued by an appropriate healthcare professional and should be attached to or referenced within the IHP.

The IHP shall detail:

- the pupil's allergy;
- known triggers;
- required control measures;
- emergency procedures;
- prescribed medication and dose;
- responsibilities of academy staff.

All IHPs are live documents, which are reviewed at least annually and following changes in condition, medication, advice, incidents or near misses.

9. Adrenaline Auto-Injectors (AAIs)

9.1. Prescribed AAIs

Academies shall ensure that pupils prescribed adrenaline auto-injectors (AAIs) that pupils prescribed adrenaline devices should have access to both of their two prescribed devices at all times whilst under the academy's supervision. Spare devices must be readily accessible, unlocked, stored appropriately and capable of being brought to the person within five minutes.

Encourage pupils to manage their medication to carry their own devices, including primary pupils where appropriate. Where this is not appropriate, the devices must be held in an unlocked accessible location.

For pupils in early years and primary education, or where it is not appropriate for a pupil to carry their own medication, academies may, in agreement with the pupil's parents or carers, securely store prescribed AAls during the school day, provided they always remain readily accessible.

The agreed arrangements shall be documented within the pupil's Individual Healthcare Plan (where one is in place) and recorded within the pupil's MIS (Bromcom) profile, where appropriate.

Academies shall agree appropriate arrangements with parents or carers for the storage, transport and availability of prescribed AAls outside the academy's supervision. Appropriate arrangements shall also be implemented to ensure prescribed AAls accompany pupils during educational visits, extracurricular activities and other academy-led events, where required.

9. 2. Spare Adrenaline Auto-Injectors

Academies shall maintain spare adrenaline auto-injectors (AAls) in accordance with current legislation and Department for Education guidance. These spare AAls are in addition to, not a replacement for, an individual's prescribed devices.

Spare AAI provision must be determined by pupil age, dosage requirements and site size. Primary schools will normally maintain one pair of 150mcg AAls and one pair of 300mcg AAls. Secondary schools will normally maintain one or two pairs of 300mcg AAls. Appropriate provision must be available on each site within multi-site schools.

Spare AAls shall be procured through a registered UK pharmacy and, where reasonably practicable, academies should purchase the brand most commonly prescribed to pupils attending the academy.

Spare AAI may be used where a person's prescribed device is unavailable or misfires and may also be used for someone experiencing anaphylaxis for the first time without a known allergy/prescribed AAI.

Academies shall ensure that spare AAls:

- are stocked and stored in pairs;
- are clearly identified as Emergency Anaphylaxis Kits;
- remain readily accessible and are not locked away during normal academy operating hours;
- are stored in accordance with manufacturer instructions;
- are replaced immediately following use or prior to their expiry date;
- are capable of being brought to any person experiencing anaphylaxis within five minutes.

Academies shall implement appropriate arrangements for the management and inspection of spare adrenaline auto-injectors (AAls) to ensure they remain available and fit for use at all times.

Academies shall ensure that:

- all spare AAls are recorded within Every, including their storage location, batch number and expiry date;
- spare AAls are inspected at least monthly by a designated responsible person;
- inspection records are maintained within Every to provide an audit trail of compliance checks;
- replacement arrangements are in place to ensure expired, damaged or used AAls are replaced promptly;

- stock levels are monitored to ensure Emergency Anaphylaxis Kits remain complete and available at all designated locations; and
- any defects, missing devices or non-compliance identified during inspections are addressed without delay.

As a minimum, academies shall provide Emergency Anaphylaxis Kits in:

- the main reception/school office;
- designated first aid/medical room;
- the dining hall, school hall used for meal service, or other principal catering location(s).

Where an academy operates across multiple buildings, detached facilities or areas where higher-risk activities involving food or allergens are undertaken, such as Food Technology classrooms, additional Emergency Anaphylaxis Kits shall be provided where necessary to ensure emergency medication can reasonably be brought to any person experiencing anaphylaxis within five minutes.

10. Other Medication

Treatment must be administered in accordance with the pupil's current clinically issued Allergy Action Plan, IHP and prescribed medication arrangements. Any apparent inconsistencies must be referred for clinical advice and must not be subject to local interpretation.

Where pupils require medication in addition to, or other than, prescribed adrenaline auto-injectors (AAIs) to manage allergies or associated medical conditions, academies shall ensure appropriate arrangements are implemented in accordance with the Ark Schools Supporting Pupils with Medical Conditions Policy.

This includes, but is not limited to:

- prescribed asthma reliever inhalers;
- antihistamines;
- prescribed allergy medication;
- any other medication identified within the pupil's Individual Healthcare Plan or Allergy Action Plan.

The administration of medications other than AAIs shall be managed in accordance with the Ark Schools Supporting Pupils with Medical Conditions Policy and the pupil's Individual Healthcare Plan, where applicable.

11. Catering Arrangements

Where food is prepared, served on academy premises, suitable arrangements shall be implemented to minimise the risk of allergen exposure.

Academies shall implement and comply with the requirements of the Ark Schools Food Safety Management System in relation to allergen management, including the prevention of cross-contamination, provision of allergen information, labelling, and completion and maintenance of the allergy matrix.

Academies shall work with catering staff/providers to ensure:

- allergen information is available for all food provided;
- suitable controls are in place to minimise cross-contamination;
- catering staff receive relevant allergy information on a need-to-know basis;

- procedures exist for preparing meals for pupils with dietary requirements.

Academies shall implement suitable control measures to identify pupils with food allergies before meals are served.

Depending on local catering arrangements, this may include:

- maintaining an up-to-date allergy register;
- pre-ordering meals for pupils with allergies;
- individually labelled meals;
- designated collection arrangements;
- pupil self-identification;
- supervision by academy staff;
- verification by catering staff before meals are served.

Where reasonably practicable, more than one control measure should be used for pupils at risk of anaphylaxis.

12. Incident Reporting

All allergy-related incidents, including allergic reactions, anaphylaxis events and significant near misses, shall be reported through Handsam in accordance with the Ark Schools Accident, Incident and Illness Reporting Policy.

Academies shall:

- report applicable incidents through Handsam as soon as reasonably practicable by the designated Incident Author;
- ensure any incidents or near misses are investigated, where appropriate, and additional information is recorded and the report closed by the designated Incident Administrator;
- identify lessons learned to reduce the likelihood of recurrence;
- review local control measures following an incident or significant near miss; and
- review and update Individual Healthcare Plan(s), where required.

13. Anaphylaxis Emergency Response

Academies shall maintain local procedures for responding to allergic reactions and anaphylaxis affecting any person whilst on academy premises or participating in academy-led activities.

A spare AAI may be used where a person's prescribed device is unavailable or misfires and may also be used for someone experiencing anaphylaxis for the first time without a known allergy/prescribed AAI.

If there is any doubt that the reaction is anaphylaxis, administer adrenaline immediately. The person should not stand or walk; medication and assistance should be brought to them. Adrenaline should be given as soon as possible, and within five minutes of the onset of symptoms. If there is no improvement after five minutes, a further dose should be administered.

Where an allergic reaction resulting in anaphylaxis is suspected, employees must:

- administer an adrenaline auto-injector (AAI) immediately in accordance with the individual's prescribed medication or the academy's spare AAI arrangements, where appropriate;

- call 999 immediately and request an ambulance, stating that anaphylaxis is suspected;
- follow the individual's Allergy Action Plan or Individual Healthcare Plan, where available, provided this does not delay emergency treatment;
- notify the individual's parent/carer, or emergency contact, as soon as reasonably practicable, where appropriate;
- remain with the individual until emergency assistance arrives, unless it is necessary to leave to obtain further assistance; and
- record and report the incident in accordance with the Ark Schools Accident, Incident and Illness Reporting Policy

14. Training

Academies shall ensure that all employees who may supervise pupils whilst they are under the academy's care receive allergy awareness and emergency response training at least annually and require training/briefing as part of induction for staff joining during the year, including supply and temporary staff before or when they begin pupil-facing duties

This requirement applies to permanent and temporary employees, supply staff, agency workers, regular volunteers, catering staff and others responsible for supervising pupils during academy activities. It does not apply to contractors with no pupil-facing responsibilities.

Training shall be delivered in accordance with the requirements specified by the Central Team and shall ensure employees are able to:

- local academy arrangements
- understand the difference between allergy, coeliac disease and food intolerance (note coeliac disease and food intolerance are not within the scope of this Allergy Policy);
- understand allergies, associated risks and common allergy triggers;
- recognise the signs and symptoms of mild/moderate reactions and anaphylaxis;
- understand the impact allergies may have on a pupil's wellbeing and participation;
- minimise the risk of exposure to known allergens;
- locate and administer emergency medication;
- administer emergency medication (adrenaline for anaphylaxis, asthma reliever inhaler for an asthma attack)
- use of prescribed and spare devices
- respond appropriately to allergy-related incidents and emergencies
- report incidents/near misses

15. Governance

Ark Schools shall review this policy every year, or sooner where required following changes to legislation, statutory guidance or serious allergy-related incidents or significant near miss.

All allergy risks will form part of the academy's risk management arrangements which will be centrally assured.

Allergy Lead at the academy shall undertake an annual review of their allergy management arrangements to ensure this policy is being effectively implemented. The review shall include, as a minimum:

- staff training compliance;
- Individual Healthcare Plans and allergy information recorded within pupils' MIS (Bromcom) profiles;
- catering controls;
- management of emergency medication, including spare adrenaline auto-injectors;
- emergency response arrangements; and
- review of allergy-related incidents, near misses and lessons learned recorded within Handsam.
- provide assurance reports as required by the Principal or Ark Schools central team

Compliance with this policy shall be monitored through:

- Safeguarding and Health & Safety annual audits;
- monthly Emergency Anaphylaxis Kit inspections recorded within Every;
- monitoring of allergy-related incidents reported through Handsam;
- review of staff training records

Ark Schools team(s) shall provide periodic assurance to the Ark Schools Management Team and the Risk and Audit Committee (RAC), as appropriate, on Trust-wide compliance with this policy, including significant incident trends, staff training compliance, emergency medication compliance, audit findings and any material risks requiring further action.

16. Additional Resources

[Benedict's Blythe Foundation \(Website\)](#)

[Anaphylaxis UK \(Website\)](#)

[Food Allergy Awareness Posters for Schools](#)

[Allergy Safe Food Lessons – Checklist](#)

[Managing Allergic Reactions – infographic](#)

[Allergy Emergency Cards](#)

[Allergy Medications - Information](#)

[How to Spot Allergy Bullying – Information](#)

Appendix 1 - Required Allergy Safety Management Processes

To ensure consistent implementation of this policy, each Ark academy shall establish and maintain the following operational processes.

Process	Minimum Requirement	Frequency/Trigger	Lead Responsibility
1. Identification of Pupils with Allergies	Obtain allergy information during admissions, annual data collection and whenever new information is received. Update Bromcom and relevant records.	On admission and ongoing	Allergy Lead
2. Individual Healthcare Plan (IHP) Process	Develop, review and maintain Individual Healthcare Plans for pupils requiring additional support. Ensure plans are shared with relevant staff.	On diagnosis, annually and following any significant change	Allergy Lead
3. Allergy Action Plan Process	Obtain Allergy Action Plans from healthcare professionals where available and incorporate or reference them within the IHP.	As required	Allergy Lead
4. Information Sharing Process	Ensure allergy information is communicated securely to relevant staff, catering providers, first aiders, educational visit leaders and others with responsibility for the pupil.	Following any change and before relevant activities	Allergy Lead
5. Staff Training Process	Deliver allergy awareness and emergency response training to all relevant staff. Maintain training records and ensure new starters receive training.	Annually and at induction	Principal / Allergy Lead
6. Emergency Medication Process	Maintain prescribed and spare AAs, monitor expiry dates, ensure medication remains accessible and replace expired medication promptly.	Daily access, monthly checks	Allergy Lead
7. Emergency Anaphylaxis Kit Inspection	Inspect all Emergency Anaphylaxis Kits to confirm contents, accessibility, labelling and expiry dates. Record inspections.	Monthly	Allergy Lead or delegated member of staff
8. Catering Allergen Management Process	Maintain allergy registers, implement allergen controls, prevent cross-contamination and communicate dietary requirements with catering providers.	Ongoing	Catering Manager / Allergy Lead

9. Educational Visits Risk Assessment Process	Ensure allergy risks are considered within educational visit planning and appropriate medication accompanies pupils where required.	Every visit	Visit Leader
10. Curriculum Activity Risk Assessment Process	Assess allergy risks arising from Food Technology, Science, Art, DT, gardening, animal handling and similar activities.	Prior to activity	Class Teacher / Activity Lead
11. Extra-Curricular Activities Process	Ensure clubs, wraparound care and enrichment activities consider allergy risks and emergency arrangements.	Prior to activity	Activity Lead
12. Medication Storage and Accessibility Process	Agree and document where medication is stored or carried, ensuring rapid access at all times.	Ongoing	Allergy Lead
13. Incident Reporting Process	Report allergy incidents, anaphylaxis and significant near misses through Handsam. Investigate causes and implement learning.	Following every incident	Incident Author
14. Near Miss Review Process	Review significant near misses to identify trends, lessons learned and required improvements.	Following each near miss	Allergy Lead
15. Parent Communication Process	Obtain updated medical information, review care arrangements and notify parents following allergy incidents.	Ongoing	Allergy Lead
16. Transition Process	Ensure allergy information is transferred when pupils join, leave or move between schools or key stages.	At transition	Allergy Lead
17. Audit and Compliance Process	Complete local allergy audits and review compliance with this policy, including training, medication, IHPs and emergency arrangements.	At least annually	Principal
18. Governance Reporting Process	Provide assurance on allergy safety through reporting of incidents, training compliance, audit outcomes and significant risks.	At least annually	Principal

Appendix 2 - Summary of Key Policy and Implementation Changes

The Allergy Safety Policy introduces a more consistent and accountable approach to managing allergy risks across all Ark schools. Key changes include:

- Appointment of a named SLT Allergy Lead in every academy;
- Annual allergy awareness training for all staff, supported by an academy-specific allergy safety briefing;
- Introduction of a school-specific allergy safety one-page guide for staff;
- Enhanced requirements for maintaining, monitoring and accessing prescribed and spare adrenaline auto-injectors (AAIs);
- Confirmation that pupils prescribed adrenaline have access to both prescribed devices;
- Stronger expectations for managing allergy risks associated with food, celebrations, events, curriculum activities and educational visits;
- Improved oversight of allergy records, Individual Healthcare Plans (IHPs) and healthcare action plans;
- Greater emphasis on pupil awareness, incident reporting, near-miss review and organisational learning;
- Introduction of academy self-certification, central monitoring and assurance reviews to evidence policy implementation and ongoing compliance